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INSTRUCTION NO.  
LI 20-645-2

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PERSONNEL  
25 October 1955

SUBJECT: Leave

REFERENCE: CIA Regulation [REDACTED]

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1. GENERAL

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This Instruction implements Agency Regulation [REDACTED] dated 28 September 1954, which provides for the administration of the Annual and Sick Leave Act of 1951, as amended, in its applicability to Agency Staff and Contract employees covered by the provisions of the Act.

2. PURPOSE

The purpose of this Instruction is to designate approving officials for requests for leave, and to indicate the procedure to be followed by Office of Logistics personnel in requesting leave.

3. AUTHORIZING OFFICIALS

The following are designated approving officials and are authorized to approve requests for leave as indicated:

a. Branch Chiefs

- (1) Annual leave involving 30 calendar days or less;
- (2) Advance annual leave;
- (3) Sick leave (in excess of 3 consecutive days);
- (4) Sick leave prior to being taken;
- (5) Advance sick leave;
- (6) Military leave;
- (7) Court leave;
- (8) Leave for registration and voting.

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b. Division/Staff Chiefs

- (1) Annual leave in excess of 30 calendar days;
- (2) Maternity leave not exceeding six months;
- (3) Leave without pay not exceeding six months;
- (4) All leave pertaining to their Deputies and Branch Chiefs.

c. Director of Logistics

- (1) Maternity leave in excess of six months;
- (2) Leave without pay in excess of six months;
- (3) All leave pertaining to the Deputy Director, Assistant Director, and Division/Staff Chiefs.

4. PROCEDURE

Requests for leave will be submitted to the appropriate authorizing officials designated in paragraph 3 above, in accordance with the procedure prescribed in R [REDACTED]

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JAMES A. GARRISON  
Director of Logistics

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OL/AS: [REDACTED]

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